

May 24, 2001

TO: Certain CTE Local Administrators

FROM: Neils W. Brooks, Ed.D., Director
Office of Career and Technical Education Services

SUBJECT: 2000-2001 Divisionwide Career and Technical Education
Local Improvement Plan

In follow-up to the Superintendent Memorandum Number 75, May 18, 2001 and the Career and Technical Education (Secondary) Annual Performance Report for Accomack County Public Schools, this is to advise that a *Local Improvement Plan* is required as outlined in the electronic attachment. The Carl D. Perkins Vocational and Technical Education Act of 1998 requires Perkins' recipients that do not meet the state standards and measures of performance to implement an improvement plan that includes research-based instructional and other programmatic strategies, as appropriate, to overcome deficiencies.

The improvement plan must be developed in consultation with the same *Stakeholder Participants/Involvement Committee* identified on Schedule 1B in your 2001-02 CTEMS Plan. Additionally, regular evaluations must be conducted of the progress being made toward reaching the state levels of performance.

Your divisionwide improvement plan must identify broad-based objective(s) and strategies for each standard not met and that captures the actions of one or more schools. Specific, detailed improvement plans for CTE must be maintained and implemented by the individual school as appropriate.

Please review the electronic attachment carefully, it contains the (1) summary cover sheet that includes a personalized chart that summarizes your divisionwide performance for school year 1999-2000 and directions for addressing academic achievement, (2) sample divisionwide plan, (3) form for completing the improvement plan and interim progress report, and (4) sample questionnaire by each performance indicator that may be used for identifying strategies that will have the greatest impact on improving student achievement.

You may access your division's local improvement planning document with the following URL:

<http://www.pen.k12.va.us/VDOE/Instruction/CTE/cters/lip/>

The *2000-01 Local Improvement Plan* must be submitted through e-mail only and is due by **October 15, 2001** to Lolita B. Hall, Program Improvement Specialist, Virginia Department of Education, E-mail: (lbhall@pen.k12.va.us). An e-mail message will be sent in December to remind you to submit the *Interim Progress Report* by January 15, 2002.

If you have questions concerning the improvement planning process, contact Lolita B. Hall by e-mail (lbhall@pen.k12.va.us) or at 804/225-3370; if you have questions concerning the data analysis of the CTE Annual Performance Report, contact Susan Williams by e-mail (smwillia@pen.k12.va.us) or at 804/371-2924.

/jts

Copy: Division Superintendent
Patricia I. Wright